

Attorney III (Staff Counsel III)

Knowledge, Skill, Ability, and Personal Characteristic Statements Rating Results

1	Ability to read and comprehend legal documents (e.g., contracts, statutes, regulations, legal rulings, case law).
2	Ability to exercise sound judgment in decision making.
3	Ability to express facts, ideas, and legal arguments in succinct, organized, and accurate reports, correspondence or other job related documents (e.g., legal opinions and arguments, statutory proposals, proposed regulations, requests for discovery, responses to discovery requests, position papers, correspondence, etc.).
4	Knowledge of how to conduct legal analysis (e.g., issue-spotting, rule analysis, applying law to facts) to ensure relevant issues and information are identified and correlated with applicable law, and to aid in predicting the legal outcome.
5	Ability to maintain confidentiality and exercise discretion in the dissemination of information.
6	Ability to properly identify legal and procedural issues in assigned matters.
7	Ability to analyze and respond to legal arguments.
8	Ability to communicate effectively in writing in a courteous, professional manner with a variety of individuals taking into consideration their needs and using tone, vocabulary, format, and grammar appropriate to the circumstance.
9	Ability to analyze information to detect potential logical, legal, and/or factual flaws in arguments or assumptions.
10	Ability to treat others with respect, courtesy, and tact.
11	Ability to maintain a neutral, unbiased stance when evaluating legal matters and make recommendations without allowing personal views or external pressures to improperly interfere.
12	Ability to work on complex and sensitive cases and matters.
13	Ability to perform job tasks during stressful working conditions (e.g., tight deadlines, heavy workload, etc.).
14	Ability to independently prepare clear and effective technical and analytical legal documents (e.g., contracts, settlements, stipulations, memoranda, determination letters, regulations, etc.)
15	Knowledge of proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared and reviewed are complete, and free of errors.

16	Ability to successfully assist with or complete multiple projects within appropriate time frames while maintaining a high level of work performance.
17	Ability to orally communicate information effectively, convincingly, and accurately.
18	Ability to independently produce effective written communication of legal principles, facts, and position(s) for various audiences and forums.
19	Ability to work independently with minimal contact or reinforcement from supervisors and colleagues while producing high quality work products and meeting deadlines.
20	Ability to apply the principles and practices of properly conducting legal research, such as ensuring law is current (e.g., "Shepardizing") and checking for recent amendments to statutes.
21	Ability to read and comprehend a variety of difficult materials such as local, state, and federal law; critical analyses; dissertations; position papers; technical treatises, etc.
22	Ability to use computers to create documents, conduct research, and communicate appropriately with others.
23	Ability to summarize relevant facts in order to capture the key points and implications.
24	Skill to make efficient use of one's time.
25	Ability to independently prepare clear and effective persuasive legal documents (e.g., briefs, motions, pleadings).
26	Ability to be flexible and handle unexpected developments such as administrative obstacles and external events that impact current work assignments.
27	Ability to work quickly in order to complete "rush" or urgent projects without prior notice and with a quick turnaround.
28	Ability to generate and implement solutions to successfully address the issues in assigned matters.
29	Ability to handle changes in deadlines, assignments, and clients changing their minds.
30	Knowledge of professional ethical rules as they relate to the practice of law and particularly the role of public attorneys.
31	Ability to interact with and relate effectively to individuals at all levels of an organization.
32	Ability to edit written documents for accuracy and effectiveness.
33	Ability to assimilate and prioritize large amounts of information and connect that information to one's existing knowledge-base in order to formulate theories and conclusions.
34	Ability to apply professional ethical rules as they relate to the practice of law and particularly the role of public attorneys.
35	Skill to listen to others to facilitate an open exchange of ideas and provide for effective communication.

36	Ability to identify and apply relevant substantive areas of law that apply to public entities (e.g., due process, privacy, record disclosure laws).
37	Knowledge of available research sources, both printed and electronic, to complete legal research, including what types of material they contain, where they are located, and their breadth, depth; and relative strengths and weaknesses (e.g., primary legal texts, secondary legal texts, and electronic databases).
38	Ability to address necessary details in order to perform work in an accurate, complete and thorough manner.
39	Knowledge of the general principles of jurisprudence such as rules of statutory construction and stare decisis.
40	Ability to accept constructive criticism regarding work products and practices in order to continually improve work performance.
41	Skill to take initiative and be pro-active in identifying potential legal issues and adapting solution strategies that prevent problems from occurring.
42	Ability to quickly integrate new issues and information with existing knowledge to formulate conclusions.
43	Ability to orally communicate legal principles, facts, and position(s) to various audiences and forums.
44	Skill to professionally communicate one's views and opinions on work issues even when they may be different from those expressed by others.
45	Ability to locate relevant or useful information from a large volume of documents.
46	Ability to provide consultation to multiple requestors on legal issues or matters.
47	Knowledge of relevant substantive areas of law that apply to public entities (e.g., due process, privacy, record disclosure laws).
48	Ability to work collaboratively with others in a team environment.
49	Knowledge of the principles associated with the attorney client relationship, especially as they apply to organizations and public entities.
50	Ability to identify and comply with rules applicable to trial, hearing and other administrative proceedings to formulate and apply legal strategy and advise the agency representatives and/or clients on legal options.
51	Knowledge of legal, contractual and/or individual agency requirements regarding information security or confidentiality.
52	Ability to negotiate legal issues (e.g., settlements, admissibility of evidence) on behalf of the client and/or agency.
53	Ability to plan the development of a project, case or matter.

54	Ability to identify and prioritize critical issues to effectively allocate resources to resolve the question or matter.
55	Ability to lead and/or manage complex and sensitive cases or matters.
56	Skill to communicate with individuals who are reluctant, afraid, anxious and/or uncooperative, and whose input and/or participation may be needed to complete a work assignment.
57	Ability to review and/or finalize work products produced by clients, para-professionals, and/or other attorneys.
58	Knowledge of proper citation formats to identify relevant authority.
59	Ability to analyze proposed legislation and regulatory measures.
60	Ability to interview individuals (e.g., potential witnesses, experts) to ascertain relevant factual information.
61	Ability to determine the appropriate amount of time to complete research/investigation.
62	Ability to present cases before State and Federal Courts, and administrative agencies or forums.
63	Ability to develop innovative solutions and strategies for work tasks.
64	Knowledge of investigative strategies (e.g., subpoena, discovery) and specialized databases (e.g., California Law Enforcement Telecommunications System, Lexis-Nexis) to gather information critical to project, case, or matter.
65	Ability to evaluate the strengths and weaknesses of an individual during an interview or deposition in order to evaluate their potential contribution to the case or matter (e.g., as a witness, consultant, source of information).
66	Knowledge of state and federal rules of evidence to effectively investigate and manage the case and argue the admissibility of the evidence and/or assert appropriate privileges.